

PROPERTY OWNERS ASSOCIATION 5<sup>th</sup> AMENDED MANAGEMENT CERTIFICATE FOR  
**WILLOW TRACE HOMEOWNERS ASSOCIATION, INC.**

This Management Certificate is recorded pursuant to Section 209.004 of the Texas Property Code.

This amends all prior Management Certificates filed for this association.

*Per Texas Property Code 209.004 "The County Clerk of each county in which a Management Certificate is filed as required by this section shall record the Management Certificate in the real property records of the county and index the document as a "Property Owners' Association Management Certificate"*

State of Texas §

County of Harris §

1. Name of Subdivision: Willow Trace
2. Subdivision Location: Harris County
3. Name of Homeowners Association: Willow Trace Homeowners Association, Inc.
4. Recording Data for Association: Willow Trace, Section One (1) a subdivision in Harris County, Texas, according to the map or plat thereof recorded under Film Code No. 602077 of the Map Records of Harris County, Texas.
5. Recording Data for Declaration: Declaration of Covenants, Conditions and Restrictions for Willow Trace are recorded in the real property records of Harris County under County Clerk's File No. Z504978.
6. Other information the Association considered appropriate for the governing, administration or operation of the subdivision and homeowner's association:
  - Bylaws are filed with the county under Film Code Z504979
  - First Supplemental Notice of Dedicatory Instruments is filed with the county under Document number 20150242978
  - Guidelines Relating to Rain Barrels and Rain Harvesting Systems, Solar Energy Devices, Storm and Energy Efficient Shingles, Flags, and Religious Items Resolution is filed at the county under Document Number 20110548184
  - Open Records Policy is filed under Document Number 20110548184
  - Payment Plan Policy is filed under Document Number 20110548184
  - Records Retention Policy is filed under Document Number 20110548184
  - Certificate of Formation is filed under Document Number 20110548184

The following resolutions dated 11/5/2016 are filed under Document No. RP-2016-511879:

- Flag Display Guidelines
- Drought Resistant Landscaping and Natural Turf Guidelines

RP-2021-634494

- Collection Policy and Schedule
- Violation Enforcement Resolution and Schedule
- Application of Payments Policy
- Conflict of Interest Policy
- Electronic and Telephonic Action Policy
- Payment Plan Policy
- Standby Electric Generators Guidelines
- Uncurable Violation Enforcement Resolution
- Records Inspection Policy
- Records Retention Policy
- Membership Voting Policy
- E-mail Registration Policy
- Religious Item Display Guidelines
- Solar Energy Device Guidelines
- Roofing Material Guidelines
- Rainwater Collection Devices Guidelines

Governing Documents Enforcement and Fining Policy for Willow Trace Homeowners Association, Inc. are filed under Document No. RP-2018-192976

Willow Trace Homeowner Association, Inc. Billing Policy and Payment Plan Guidelines are attached to and filed under Document No. RP-2018-278615

7. Mailing Address and Contact Information for the Association and the Managing Agent:

Spectrum Association Management  
 17319 San Pedro Ave, #318  
 San Antonio, TX 78232  
 contact@spectrumam.com  
 210-494-0659  
[www.spectrumam.com/homeowners](http://www.spectrumam.com/homeowners)

8. Fee(s) related to Property Transfer:

- Administrative Transfer Fee - \$200.00
- Resale Package = \$375.00
  - Rush for Resale Package:
    - 1 business day = \$120.00 / 3 business days = \$95.00
  - Add a Rush to an existing order = \$75.00 + Cost of a Rush
  - Update for Resale Package:
    - 1-14 days = \$15.00 / 15-180 days = \$50.00
- Statement of Account only = \$120.00
  - Rush for Statement of Account only:
    - 1 business day = \$110.00 / 3 business day = \$85.00
  - Update for Statement of Account only:

- 1-30 days - No Cost / 31-45 days = \$50.00 / 46-90 days = \$50.00

Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of the Association, together with obtaining an official Resale Certificate, and performing a comprehensive physical inspection of the lot/home and common areas prior to purchase.

THE PURPOSE OF THIS CERTIFICATE IS TO PROVIDE INFORMATION SUFFICIENT FOR A TITLE COMPANY TO CORRECTLY IDENTIFY THE SUBDIVISION AND TO CONTACT ITS GOVERNING ASSOCIATION. THIS CERTIFICATE DOES NOT PURPORT TO IDENTIFY EVERY PUBLICLY RECORDED DOCUMENT AFFECTING THE SUBDIVISION, OR TO REPORT EVERY PIECE OF INFORMATION PERTINENT TO THE SUBDIVISION. NO PERSON SHOULD RELY ON THIS CERTIFICATE FOR ANYTHING OTHER THAN INSTRUCTIONS FOR CONTACTING THE ASSOCIATION IN CONNECTION WITH THE TRANSFER OF TITLE TO A HOME IN THE SUBDIVISION. THE REGISTERED AGENT FOR THE ASSOCIATION IS ON FILE WITH THE TEXAS SECRETARY OF STATE.

Signed this 27 day of October, 2021.

Willow Trace Homeowners Association, Inc.

By: [Signature]  
Shelby Schilleci (of Spectrum Association Management), Managing Agent

State of Texas §

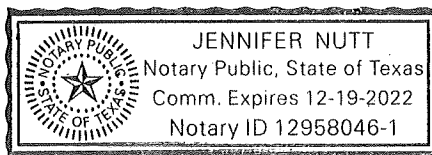
County of Bexar §

This instrument was acknowledged and signed before me on 27,  
October, 2021 by Shelby Schilleci, representative of Spectrum Association

Management, the Managing Agent of Willow Trace Homeowners Association, Inc., on behalf of said association.

[Signature]  
Notary Public, State of Texas

After Recording, Return To:  
Spectrum Association Management  
Attn: Transitions  
17319 San Pedro Ave., Ste. #318  
San Antonio, TX 78232



RP-2021-634494

RP-2021-634494  
# Pages 4  
11/03/2021 10:27 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$26.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically  
and any blackouts, additions or changes were present  
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or  
use of the described real property because of color or  
race is invalid and unenforceable under federal law.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in  
File Number Sequence on the date and at the time stamped  
hereon by me; and was duly RECORDED in the Official  
Public Records of Real Property of Harris County, Texas.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP-2021-634494